WELCOME

PARCC

District & School

Test Coordinator Training

2015

North: January 6 & 7
Central: January 8 & 13
South: January 14 &15

January 9, 2015 – Version 1.0

PLEASE!

***Silence Cell Phones or
Use Vibrate Mode***

&

***No Conversation
During Training Session***

2015 PARCC
District Test Coordinator
Training Slides*

* <u>Special Note</u>: The numbers referenced above are slide numbers, <u>not</u> page numbers. More then one slide may appear on a page when printing slides as handouts..

NJDOE Contact Information

www.state.nj.us/education
firstname.lastname@doe.state.nj.us

Test Coordinators

PARCC 3-5	Orlando Vadel	609-341-3456
PARCC 6-8	Timothy Steele Dadzie	609-777-2087
PARCC HS & HSPA	Veronica Orsi	609-292-8739
PARCC Technology	Joseph Seaman	609-292-8407
PARCC Technology	Linda Carmona-Bell	609-292-1414
NJBCT & NJASK Science	Diane Kubinski	609-292-3226
APA & DLM	Elizabeth Celentano	609-984-0107
AHSA	Faye Ball	609-984-1970
NAEP	Tabitha McKinley	609-984-1540

Office of Assessment - Fax
609-984-6032

NJDOE Measurement Specialists

HSPA & Biology   **Rob Akins**   **609-984-1435**

APA / DLM   **Jo-Lin Liang**   **609-633-6884**

PARCC   **Don White**   **609-777-2051**

NJDOE Contact Information

http://www.nj.gov/education/assessment/parcc/

Contact NJDOE PARCC Coordinators

- **Testing Schedule**

- **Testing Accommodations**

- **Unusual Circumstances on Test Days**

- **Violations of Test Security**

- **Test Irregularities**

- **School Emergencies that Affect Testing**

- **Questions about General Testing Policies**

PARCC Support Contact Information

PARCC Toll Free Phone Number
888-493-9888

Online Support & Resources
http://PARCC.Pearson.com/Support

PARCC Email

PARCC@support.pearson.com

Important NJDOE PARCC Broadcasts

Statewide Testing Schedule: 2014-15 School Year

https://education.state.nj.us/broadcasts/2014/FEB/25/10929/2014-2015%20Testing%20Memo.pdf

https://education.state.nj.us/broadcasts/2014/SEP/09/11864/statewide%20assessment%20calendar%20update.pdf

PARCC Test Administration Times

https://education.state.nj.us/broadcasts/2014/SEP/29/12023/Test%20Administration%20Times%20for%20PARCC%20Assessments%20(2).pdf

Clarification of PARCC Test Administration Policies

https://education.state.nj.us/broadcasts/2014/OCT/02/12183/Transitioning%20to%20PARCC%20Frequently%20Asked%20Questions%20(4).pdf

https://education.state.nj.us/broadcasts/2014/OCT/21/12323/Letterhead%20Broadcast%20PARCC%20memo%2010%2021%2014.PDF

Graduation Requirements: Class of 2016, 2017, 2018

https://education.state.nj.us/broadcasts/2014/SEP/30/12043/Graduation%20Requirements%20Class%20of%202016,%202017%20and%202018.pdf

https://education.state.nj.us/broadcasts/2014/OCT/08/12223/grad_requirement_updates.pdf

Student Participation in Statewide Assessments: Required by ALL

https://education.state.nj.us/broadcasts/2014/OCT/30/12404/Students%20Participation%20in%20the%20Statewide%20Assessment%20Program.pdf

Contact PARCC Support Regarding

- **Navigating PearsonAccess^{Next}**

- **Navigating the Training Center**

- **Managing Student Registration Data**

- **Setting-Up Test Sessions**

- **Managing User IDs and Passwords**

- **Accessing Resources**

- **Setting up Proctor Caching**

- **Submitting Additional Orders**

- **Inquiring About Shipments**

NJDOE Content Specialists

Mathematics: HSPA & PARCC: Grades 3-5
Timothy Giordano   609-633-8015

Mathematics: PARCC: Grades 6-8 & End-of-Course
Michael Luke   609- 984-9637

Language Arts Literacy: PARCC
Office of Literacy   609-633-1726

NJASK Science & NJBCT (Biology)
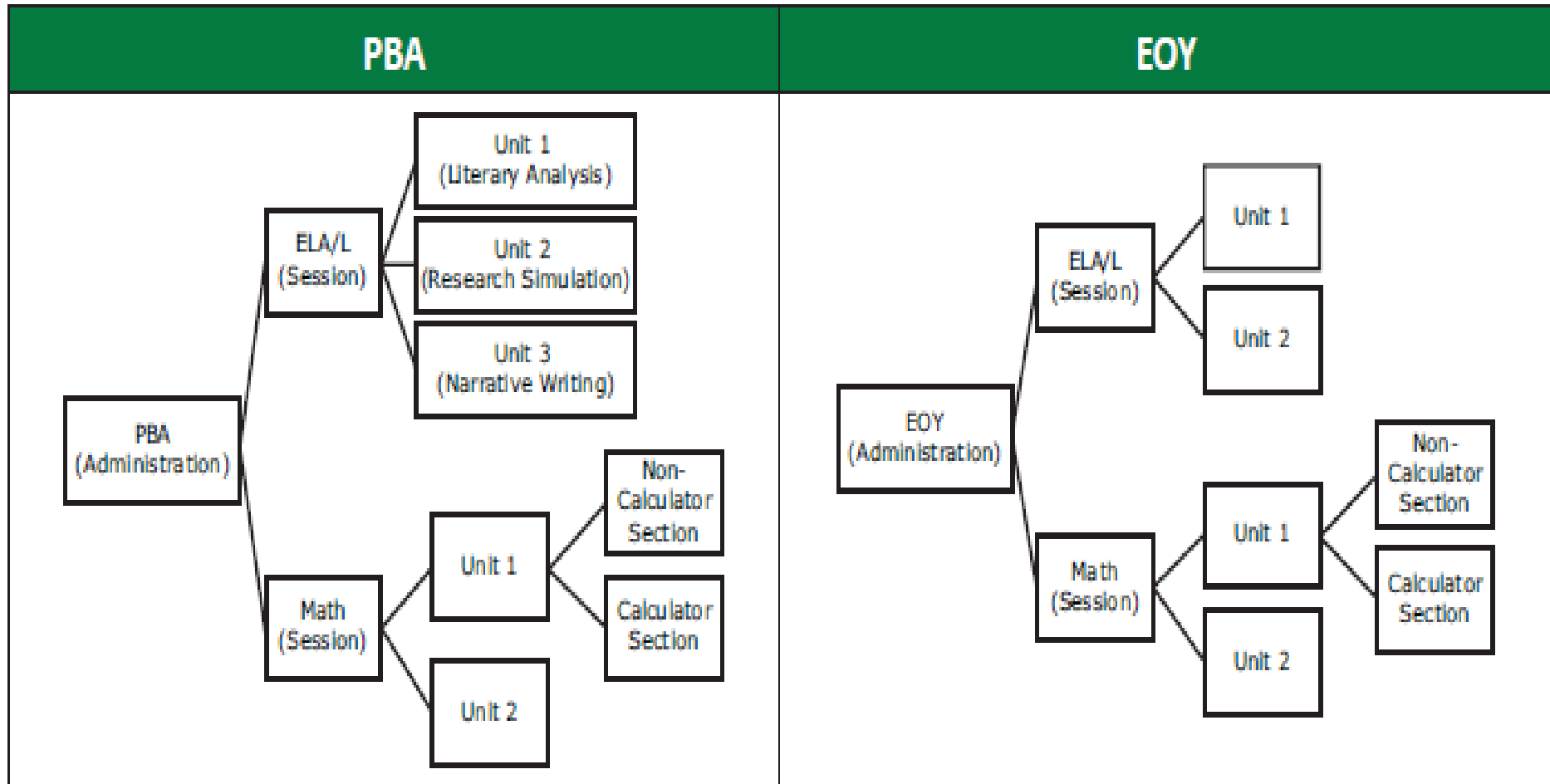Office of STEM Education 609-984-6498

2015 PARCC TURNKEY TRAINING

- **Scheduled by District - School Test Coordinator Training & School Technology Coordinator Training**

- **Scheduled by School - <u>Mandatory</u> Test Administrator (Examiner) & Proctor Training**

- **Training Materials, Teacher & Student Resources Available at -**

  <u>User ID & Password Needed</u>

  Operational Site: http://pearsonaccessnext.com/

  Training Site: http://trng.pearsonaccessnext.com/

  Information Central: http://parcc.pearson.com/

  <u>Open to All :</u> Public Site - www.parcconline.org/

PARCC Testing Components

2015 PARCC TEST DATES

Performance-Based Component – 75% Instruction

- ✓ **Grades 3-8: March 2-27**

- ✓ **Year Round, High School:**
  Option #1, March 2-27 (Default)

  OR

  Option #2, February 20 to April 2 with NO PARCC
  March 2-13 for HSPA (Must be requested by 01-31-15)

- ✓ **Fall Block, High School: Not required for 2014-15 school year**

- ✓ **Spring Block, High School: March 23 thru May 1**

2015 PARCC TEST DATES (cont.)

End-of-Year Component – 90% Instruction

- **Grades 3-8: April 27 thru May 22**

- **Year Round, High School: April 20 thru May 15**

- **Fall Block, High School: Not required for 2014-15 school year**

- **Spring Block, High School: May 8 thru June 5**

- **Students are required to take <u>BOTH</u> the PBA and EOY assessments**

English Language Arts/Literacy – Unit Timing *

	PBA Unit 1 (LA)	PBA Unit 2 (RS)	PBA Unit 3 (NW)	EOY Unit 1	EOY Unit 2
Grade 3	75	75	60	75	-
Grade 4-5	75	90	60	75	-
Grades 6-11	75	90	60	60	60

LA: Literary Analysis • RS: Research Simulation • NW: Narrative Writing

Mathematics – Unit Timing *

	PBA Unit 1	PBA Unit 2	EOY Unit 1	EOY Unit 2
Grade 3	75	75	75	75
Grade 4-5	80	70	75	75
Grades 6-8	80	70	80	75
Algebra I, Geometry	90	75	80	75
Algebra II	90	75	90	75

* Does <u>not</u> include 25-30 minutes needed for logging on students, reading directions, and closing-out students.

Top Ten Facts for Scheduling PARCC Assessments

Link for this Document

Link for Scheduling Tool Kit

http://www.parcconline.org/assessment-administration-guidance

<u>Scheduling Test Units</u>

• **Utilize ANY day during the 20-day testing Window - Start ASAP**

• **No more than *TWO* units per day per *Individual Student***

• **Back-to-back units are permitted with a *Supervised Break* between units**

• **Multiple groups of students can be scheduled in a single day: A.M. Group 1 = 2 Units P.M. Group 2 = 2 Units**

• **Units *WITHIN* a content area *MUST* be administered in sequence, (i.e. ELA/L Unit 1 first, followed by Unit 2, followed by Unit 3)**

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Scheduling Test Units (cont.)

- **No special order by content area** (Math 1st & ELA/L 2nd ; or ELA/L 1st & Math 2nd) **or by grade** (3,4,5, 6,7,8 or 3,6,4, 7,5,8)

- **Students with *Extended Time* (IEP, 504, EL) *MUST* begin testing in the morning & complete a given unit in a *Single School Day***

- **Grades may be combined for the *SAME* content area *IF Unit Times* & *Scripts* (read-aloud directions) are the *SAME* (useful for Make-Ups & Students with Extended Time)**

- **Absent students can *resume testing with assigned group* & only make up units for days actually missed due to absence**

WHO MUST TAKE 2014-15 PARCC

Grades 3-8

✓ **General Education**

✓ **English Learners – *except* newly arrived EL students who may be excluded from taking English Language Arts/Literacy assessment**

✓ **Special Education – *except* severely handicapped students who will take APA or DLM as specified in the IEP(exempt from taking)**

✓ **Middle School Students Enrolled in a <u>one-year</u> Algebra I or Geometry course – *must* take the Algebra I or Geometry assessment *instead* of the Grade 7 or Grade 8 Math assessment**

WHO MUST TAKE 2014-15 PARCC (cont.)

Grades 3-8

✓ **Middle School Students enrolled in a <u>two-year</u> Algebra 1 or Geometry course, must take their grade level Math assessment in the <u>first year</u> of the course (i.e. Grade 7 or Grade 8 Math) <u>AND</u> take the PARCC end-of-course assessment associated with that course in the <u>second year</u> of that course (i.e. Algebra 1 or Geometry).**

✓ **Middle School Students Enrolled in Multiple Mathematics Requisite Courses – will take <u>only</u> one PARCC Math assessment that being Algebra 1 or Algebra 2.**

WHO MUST TAKE 2014-15 PARCC (cont.)

High School

- ✓ **General Education**

- ✓ **English Learners – *NO* ELA/L exclusion for high school students (Grades 3-8 *ONLY*)**

- ✓ **Special Education – *except* severely handicapped students who will take APA or DLM as specified in the IEP (exempt from taking)**

- ✓ **Special Education Exempt From Passing – required to take, but not pass, Math and ELA/L assessments as specified in the IEP**

WHO MUST TAKE 2014-15 PARCC (cont.)

High School

✓ **English Language Arts <u>Grade-Based</u> Assessments – Grade 9, 10, and 11 students take requisite ELA/L grade level assessment *regardless of type of ELA/L course they are enrolled in (AP, IB, ESL, etc.)***

✓ **Grade 9, 10, and 11 students enrolled in multiple ELA/L courses – take <u>only</u> one ELA/L assessment as determined by the district**

WHO MUST TAKE 2014-15 PARCC (cont.)

High School

✓ **Mathematics Course-Based Assessments – students *must be currently enrolled* in Algebra I, Geometry, or Algebra II to take the corresponding assessment**

✓ **Students Enrolled in Multiple Mathematics Requisite Courses – will take only one PARCC Math assessment that being Algebra 1 or Algebra 2**

✓ **High school students not enrolled in a requisite Math course, do not take a PARCC Math assessment**

WHO MUST TAKE 2014-15 PARCC (cont.)

High School

✓ **High school students enrolled in an <u>integrated</u> Math course that includes Algebra or Geometry, AND is a <u>prerequisite</u> for Algebra 1 or Geometry – do <u>not</u> take the Algebra 1 or Geometry assessment while enrolled in the integrated course. Rather, they must wait until they are enrolled in an Algebra 1 or Geometry course to take that requisite Math assessment.**

✓ **High school students enrolled in an <u>integrated</u> Math course, that includes Algebra or Geometry, AND is an <u>alternative</u> to an Algebra 1 or Geometry course, <u>must</u> take the Algebra 1 or Geometry assessment.**

WHO MUST TAKE 2014-15 PARCC (cont.)

High School

✓ **High school students enrolled in a <u>two-year</u> Algebra 1, Geometry, or Algebra 2 course - take the assessment for that course in the <u>2nd year</u> of the course; they do <u>not</u> take it during the 1st first year of the two-year course.**

✓ **Students who belong to a HSPA cohort do <u>not</u> take <u>any</u> PARCC assessments regardless of course   enrollment   in the 2014-15 school year.**

APA/DLM STUDENTS

EXEMPT FROM TAKING PARCC

All students who are **EXEMPT FROM TAKING** the general assessment *MUST* take the *Alternate Proficiency Assessment* (APA) *or Dynamic Learning Maps* (DLM) assessment in English Language Arts/Literacy & Mathematics as specified in each student's IEP.

Detailed Information Available At:

http://www.state.nj.us/education/assessment/apa/dlm/

http://www.dynamiclearningmaps.org/

The PARCC Accessibility Features and Accommodations Manual

PARCC Accessibility Features and Accommodations

- The third edition of the *PARCC Accessibility Features and Accommodations Manual* is a comprehensive policy document that will support local educators in the selection, administration, and evaluation of accommodations for the assessment of students with disabilities, English learners, and English learners with disabilities on the computer-delivered PARCC Mid-Year, Performance-Based, and End-of-Year Assessments.

- The manual provides educators with information on the accommodations which, when used on the PARCC assessments, will result in a valid score for a student.

PARCC Comprehensive Accessibility Policies

Features for All Students

Accessibility Features*

Identified in advance

Accommodations**
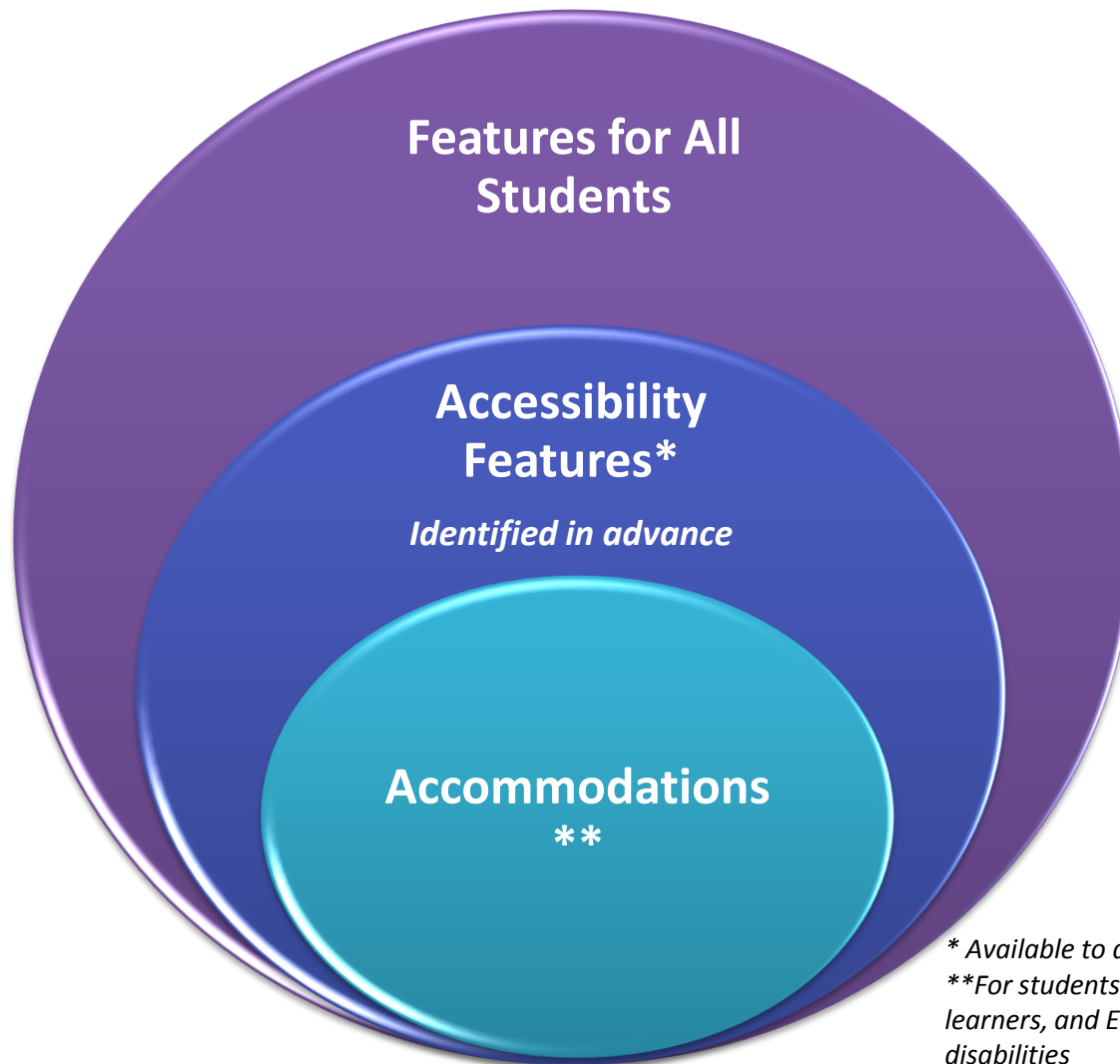
* Available to all participating students
**For students with disabilities, English learners, and English learners with disabilities

Accessibility Features for ALL Students

- Tool, support, scaffold, or preference that is built into the assessment system that can be activated by ***any student***, at his or her own discretion.

- Tools provided onscreen, stored in a toolbar, or accessible through a menu or control panel, as needed.

- Tools for specific items selected by each student during the assessment based on their needs. Examples include: audio amplification, highlighting, pop-up glossary, etc.

Accessibility Features Identified in Advance

- Available to _all students_ (i.e., not limited to students with IEPs, 504 plans, or English learners), but will be selected and "turned on" by school-based educators prior to the assessment, based on each student's Personal Needs Profile (PNP).

- Based on each student's individual needs, a PNP is created for the student to ensure that he or she receives appropriate access without the distraction of other tools and features that are _not_ required by the student.

- Although school-based educators will enable specific accessibility features for students, the student will decide whether or not to use the feature. These accessibility features will be readily available on the computer-delivered testing platform.

Accommodations for Students With Disabilities

- For students with disabilities, IEP or 504 team members are responsible for making decisions about which accommodations the student will need, as well as which features to increase accessibility must be selected for a student's Personal Needs Profile (PNP).

- Students with disabilities who have the accommodation documented in an approved IEP or 504 plan prior to the date of test administration; and

- Students who use the accommodation routinely (with rare exceptions) during classroom instruction and locally-administered assessments, both before and after the test is administered

Answer Masking*
Audio Amplification
Color Contrast (Background/Font)*
Blank Paper (Provided by test administrator)
Eliminate Answer Choices
Flag Items for Review
General Administration Directions Clarified (by test administrator)
General Administration Directions Read Aloud and Repeated as needed (by test administrator)
Highlight Tool
Headphones or Noise Buffers

Line Reader Tool

Magnification/Enlargement Device

NotePad

Pop-up Glossary

Redirect Student to the Test (By test administrator)

External Spell Check Device

Text-to-Speech for the Mathematics Assessments*

Human Reader or Human Signer for the Mathematics Assessment

Writing Tools

* *Refer to the PARCC Accessibility and Accommodations Manual for detailed descriptions of the features*

Accessibility Features for All Students Identified in Advance

Accessibility Feature	Computer-Based Testing	Accommodated Form
Answer Masking	Embedded in TestNav	No
Background/Font Color (Color Contrast)	Embedded in TestNav	No
General Masking	PARCC is currently working on developing a general masking accessibility feature. When available, PARCC will update this policy document	
Text-to-Speech for the Mathematics Assessments	Embedded in TestNav	Yes

Accommodations for Students with Disabilities

Presentation Accommodations

Accommodation
Assistive Technology
Screen Reader Version for Mathematics
Refreshable Braille Display with Screen Reader Version for ELA/Literacy
Hard Copy Braille Edition
Tactile Graphics
Large Print Edition

Presentation Accommodations

Accommodation
Paper-Based Edition
Closed-Captioning of Multimedia on the ELA/Literacy Assessments
Text-to-Speech for the ELA/Literacy Assessments, including items, response options, and passages*
Screen Reader Version for ELA/Literacy, including items, response options, and passages*
ASL Video for the ELA/Literacy Assessments, including items, response options, and passages*
Human Reader/Human Signer for the ELA/Literacy Assessments, including items, response options, and passages*

***There may be unintended consequences related to the use of this accommodation for some students. Review the Administration Guidelines carefully. PARCC will conduct additional research to provide PARCC states with data to substantiate the need for providing this level of access to a small number of students.*

Presentation Accommodations

Accommodation
ASL Video for the Mathematics Assessments
Human Signer for Test Directions
Student Reads Assessment Aloud to Themselves*

Note: While this accommodation is available for students taking the PARCC assessments, it is not currently listed in the PNP for year 1 administration.

Presentation Accommodations – Test Forms

Accommodation	Computer-Based Testing	Accommodated Form
Text-to-Speech or Video of a Human Interpreter for ELA/Literacy, including items, response options, and passages*	Embedded in TestNav	Yes
Braille Edition of ELA/Literacy (Hard-copy braille tests and refreshable braille displays for *ELA/Literacy) Tactile Graphics included.*	N/A	Yes
Closed-Captioning of Multimedia Passages for ELA/Literacy	Embedded in TestNav	Yes
Descriptive Video	Embedded in TestNav	Yes
Additional Assistive Technology (Guidelines available fall 2013)	TBD based on AT no known interference	Yes
Tactile Graphics	Yes	Yes With AT Screen Reader Form

Response Accommodations

Accommodation
Assistive Technology
Braille Note-taker
Braille Writer
Calculation Device and Mathematics Tools (on Calculator Sections of Mathematics Assessments)
Calculation Device and Mathematics Tools (on Non-calculator Sections of Mathematics Assessments)

Response Accommodations

Accommodation
ELA/L and/or Math Selected Response Speech-to-Text/Human Scribe/Human Signer/External Assistive Technology Device
ELA/Literacy Constructed Response Speech-to-Text* **ELA/Literacy Constructed Response Human Scribe/Human Signer/Assistive Technology Device****
Word Prediction External Device

Response Accommodations – Test Forms

Accommodations	Computer-Based Testing	Accommodated Form
Scribing or Speech-to-Text (i.e., Dictation/Transcription or Signing) for constructed responses on the English Language Arts/Literacy Assessments*	External Device Human Scribe or interpreter	No
Word prediction on the ELA/Literacy Performance-Based Assessment*	External Device	No
Calculation Device and Mathematics Tools* (on Non-calculator Sessions of Mathematics Assessments)	Enbedded device in TestNav in Calc sections. Hand-held calc for non-cal sections	No

Response Accommodations – Test Forms (cont'd)

Accommodations	Computer-Based Testing	Accommodated Form
Additional Assistive Technology	TBD based on AT no known interference list	Yes. PNP will drive form assignment
Braille note-taker	External Device	No; only used with Braille form or AT Screen Reader form
Scribing or Speech-to-Text (i.e., Dictation/Transcription or Signing) for the Mathematics assessments, and for selected response items on the English Language Arts/Literacy assessments	External Device Human Scribe or interpreter	

Category
Timing & Scheduling **Extended Time**
Setting

English Learner Accommodations

English Learner Accommodations

Accommodation
Extended time
Word-to-Word Dictionary (English/ Native Language)
Mathematics Response Speech-to-Text **Mathematics Response Human Scribe**
General Administration Directions Read Aloud and Repeated in Student's Native Language (by test administrator)
General Administration Directions Clarified as Needed in Student's Native Language (by test administrator)

English Learner Accommodations

Accommodation
Online Translation of the Mathematics Assessment in Spanish
Paper-Based Edition of the Mathematics Assessment in Spanish
Large Print Edition of the Mathematics Assessments in Spanish
Text-to-Speech for the Mathematics Assessments in Spanish **Human Reader for the Mathematics Assessments in Spanish**
* PARCC will offer translated read aloud directions ONLY in the following languages: Spanish, Arabic, Navajo, Chinese (Mandarin), Vietnamese, Portuguese, Haitian Creole, Polish, Somali, and Marshallese

Unique/Emergency Accommodations

- A small number of students may require additional accommodations either because they are not listed in the PARCC manual, or they do not have an IEP or 504 plan but require an accommodation as a result of a recently-occurring accident or illness.

- PARCC states will review requests for unique accommodations in their respective states on an individual basis and will provide approval after determining whether the accommodation would result in a valid score for the student, using guidelines comparable across PARCC states.

Administrative Considerations for All Students

- Detailed guidelines on the administration of the PARCC assessments are included in the *PARCC Test Administration Manual.*

- Principals may determine that <u>any student</u> may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or who is an English learner:
  - Small group testing
  - Frequent breaks
  - Time of day
  - Separate or alternate location
  - Specified area or seating
  - Adaptive and specialized equipment or furniture

Personal Needs Profile (PNP)

Personal Needs Profile (PNP)

- The purpose of the PNP is to gather information regarding a student's testing condition, materials, or accessibility features and accommodations that are needed to take a PARCC assessment.

- Completion of the Personal Needs Profile is very important because some of the Accessibility Features Identified in advance may drive the test form and make those features available to the student

- PNP can be updated manually on PearsonAccess[Next]

- If a student is taking ELA/L and Math tests, there needs to be a separate record for each test in the file or manually updated for each test.

Why Collect Student Information Prior to the Assessment?

Prior to the assessment, the following student information should be collected so students receive the appropriate accessibility features and accommodations on testing day:

- Embedded accessibility features in the TestNav 8 online platform that need to be enabled for students during administration (e.g., background/font color, text-to-speech for mathematics, etc.) *(via the PNP File Layout)*;

- Embedded accommodations in the TestNav 8 online platform that need to be enabled for students during administration (e.g., ASL, closed captioning, text-to-speech for ELA/literacy, etc.) *(via the PNP File Layout)*

- Externally-provided accessibility features identified in advance and accommodations for students with disabilities and English learners *(via the PNP File Layout)*; and

- Hard copy accommodated forms that require advance shipping (braille edition, paper-based assessment, large print, etc.) *(via the Student Registration File).*

How Do You Fill Out and Submit the PNP File Layout?

- <u>Step 1</u>: Local educators/teams collect individual student data to populate the PNP.

- <u>Step 2</u>: Local educators/teams capture individual student PNP data in a central location such as the PARCC local educator planning tool.

- <u>Step 3:</u> The individual(s) responsible for student data upload at the school/district/state level receive the information from step 2 and upload the information into the PNP File Layout and the Student Registration File.

- The PNP File Import must take place prior to Proctor Caching

- The PNP can be uploaded as a batch file using the template provided by Pearson

- After upload, the PNP can be updated until the day of testing

- Repeat proctor caching after PNP has been updated to ensure the accommodated tests are downloaded to the local caching computer
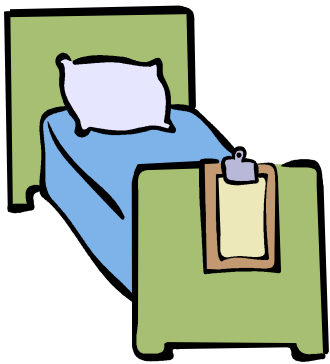
Homebound, Bedside & Out of District Placements (ODP)

HOMEBOUND, BEDSIDE &

Non-Testing ODP Placements

- ✓ Students receiving homebound or bedside instruction *MUST* be tested unless they are too ill to participate.

- ✓ Students will use *Paper & Pencil* test forms identified on *PNP* & ordered via the *Student Registration Upload*.

- ✓ All procedures regarding Paper & Pencil testing must be adhered.

- ✓ Students attending an Out-of-District Placement that is *NOT* an approved testing site *MUST* either:

    1. Return to the home district to be tested; or,

    2. The home district must send a test administrator to the ODP site to test the student at the ODP placement.

HOMEBOUND, BEDSIDE &

Non-Testing ODP Placements (cont.)

✓ **Test Administrator *MUST* be:**

- *Licensed* **professional employed by the district.**

- *Trained* **by school or district test coordinator.**

- *Sign* **appropriate** *Chain of Custody Forms* **&** *Test Security Agreement***.**

- *Maintain* **test security at** *ALL* **times.**

- *Return* **secure test materials to school coordinator** *ASAP* **after testing is completed.**

STUDENTS WITH ACCOMMODATIONS

TEMPORARY / EMERGENCY SECTION 504 PLAN

✓ *Sprained* or *broken* arm (etc.) prior to test: prepare a temporary / emergency Section 504 Plan

✓ Complete *Emergency Accommodation Request Form* (see Section 7.4 and Appendix H in *Test Coordinator Manual*) and retain completed form in district

✓ Student allowed to receive modifications & accommodations described in *PARCC Accessibility Features & Accommodations Manual*

✓ Accessibility features & accommodations (extended time, scribe, special form, etc.) *must be included* in PNP

✓ PNP *must* be created/updated & loaded/reloaded

Students Attending Out-of-District Placements (ODP)

Responsibilities of

Sending/Home District

• **Ensure that <u>ALL</u> students are tested <u>regardless</u> of student's instructional placement.**

• **Include all ODP students in Student Registration Upload regardless of their instructional placement.**

• **Ensure IEPs and 504 Plans are shared with student's ODP/Receiving District.**

Students Attending Out-of-District Placements (ODP)

Responsibilities of

ODP/Receiving Districts

- ✓ **Upload PNP File to PearsonAccess^Next**

- ✓ **Create Test Sessions**

- ✓ **Provide accommodations and accessibility features identified in each student's PNP.**

English Learners

✓ **Spanish Versions of Math Assessments – available for Grades 3-8 and Algebra 1, Geometry, and Algebra 2 <u>only</u>**

✓ **English Language Arts Assessments – available in English <u>only</u>**

✓ **Newly Arrived English Learners (Spanish & non-Spanish speakers) – only EL students in Grades 3-8, who entered the United States after July 1 of the current school year, may be excluded from taking the ELA Grade 3-8 PARCC assessments in the current school year**

✓ **EL High School Students – <u>must</u> take the PARCC ELA assessments with EL accommodations**

✓ **Provide ALL EL students with appropriate EL accommodations – Refer to the *PARCC Accessibility Features & Accommodations Manual* for details (extended time, word-to-word hard copy translation dictionary, directions in native language, etc.)**

TEST MATERIALS

Paper-Based Test Materials

- **Test Booklets**
- **Answer Documents**
- **Mathematics Reference Sheets - as specified by grade level policy**
- **Rulers and Protractors (if applicable)**

Computer-Based Test Materials

- **Student Testing Tickets**
- **Seal Codes**

TEST MATERIALS (cont.)

School / Student Supplied Materials

• **Blank Scratch Paper -** *graph, lined or unlined paper*

• **Calculators -** *as specified by <u>PARCC</u> policy*

• **Mathematics Tools -** *as specified by <u>PARCC</u> policy*

• **Materials Specified by Accommodation or Accessibility Feature -** *Headphones, Braille Note Taker, Word-to-Word Translation Dictionary*

• **Timing Device**

• **Flip Chart or Board -** *Post Seal Code & Track Time Remaining*

• **Door Sign - "Testing – Do Not Disturb"** (Appendix I)

• **Leisure Reading Materials -** *as specified by <u>State</u> policy*
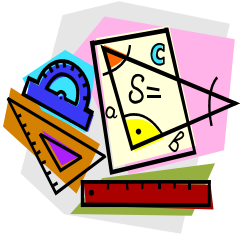
MATHEMATICS REFERENCE SHEETS

• **Mathematics Reference Sheets - based on Common Core State Standards for Mathematics**

• **Required for Algebra I, Geometry, Algebra II**
http://www.parcconline.org/sites/parcc/files/HighSchoolMathematicsReferenceSheet.pdf

• **Required for Grade 5-8 Mathematics**
http://www.parcconline.org/sites/parcc/files/ApprovedPARCCReferenceSheet_081712_1.pdf

• **Not applicable for Grade 3 & 4 Mathematics**
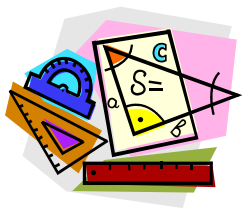
MATHEMATICS TOOLS

✓ **Geometry tools such as tracing paper, reflection tools, straight edge and compass are** <u>optional</u> **and** <u>allowable</u> **materials for   Grade 8 Mathematics & Geometry**

✓ **Rulers and protractors for paper-based assessments at certain grade levels will be provided by PARCC.   For computer-based assessments, required tools will be provided through the TestNav platform.**

Ruler and Protractors

| Grade(s)/Course(s)	PARCC – Provided	Allowable (Not Provided)
Grade 3	• Ruler (1/4 – inch)	--
Grade 4 – 7	• Ruler (1/8 – inch/cm) • Protractor	--
Grade 8	• Ruler (1/8 – inch/cm)	• Protractor
Algebra I, Geometry, Algebra II,	--	• Ruler • Protractor
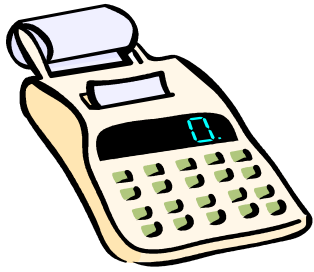
CALCULATOR POLICY

• **Permitted on "Calculator Section" of Math assessments <u>ONLY</u>**

• **<u>NOT</u> Permitted on "Non-Calculator" sections**

• **Paper Based Testing – hand-held calculators <u>must</u> be utilized**

• **Computer Based Testing – hand-held calculator <u>OR</u> platform based calculator**

• **All hand-held calculators <u>must</u> meet PARCC Calculator Policy**

• **Calculators <u>must</u> be distributed & collected as specified in TAM**

[CALCULATOR POLICY](#) (cont.)

• Grades 3-5 - <u>NO</u> calculators, <u>except</u> for students with IEP or 504 calculator accommodation

• Grades 6-7 Mathematics - Four-function with Square Root & Percentage Functions

• Grade 8 Mathematics - Scientific Calculator

• Algebra I, Geometry, Algebra II - Graphing Calculator
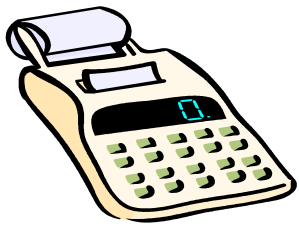
CALCULATOR POLICY (cont.)

- District *MAY* <u>provide</u> students with calculators

- Student *MAY* use <u>own</u> calculator as permitted by policy

- Examiners *MUST* have <u>extra</u> calculators if provided by district

- *BEST* calculator for a student to use is the calculator the student <u>uses</u> daily

- Students *MUST* have prior <u>experience</u> with calculators

- *Remove* instructional manuals & function reference sheets <u>before</u> testing

- Memories & programs *MUST* be cleared <u>before</u> & <u>after</u> testing
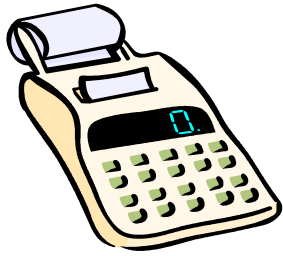
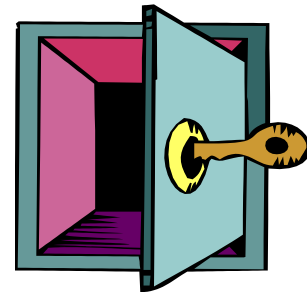# CALCULATOR POLICY (cont.)

- **NO** *Tablet, Laptop (PDA), or Phone-Based Calculators*

- **NO** *sharing by Students within a Testing Session*

- **NO** *QWERTY keyboards*

- **NO** Built in *Computer Algebra Systems (CAS)*

- **NO** *Grade 3-5 except as IEP or 504 specified*

http://www.parcconline.org/sites/parcc/files/PARCC%20Calculator%20Policy%20-%20Updated%2010-22-14.pdf

TEST SECURITY

- **Security is a *district wide responsibility*.**

- ***Absolutely NO* reproduction or transmittal by any means of test items, passages, prompts, or other secure items or materials.**

- ** *Security breaches* may have:**

  - **Financial consequences for the district**

  - **Professional consequences for staff**

  - **Disciplinary consequences for students**

- **Inform *ALL* district & school personnel of security procedures *prior* to test administration**

- **See Section 2.0 of the *Test Coordinator Manual* for details**

SECURITY PLAN

- **Mandatory Turnkey Training**

- **Locked Storage of Secure Materials**

- **Delivery Problems**

- **Technology Problems**

- **Missing Secure Materials**

- **Reporting Breaches & Irregularities**

- **Damaged/Contaminated Materials**

- **Chain of Command**

- **Disruptive or Sick Student**

- **Fire / Emergency Procedures**

- **Inclement Weather**

- **See Section 2.0 of the *Test Coordinator Manual* for details**
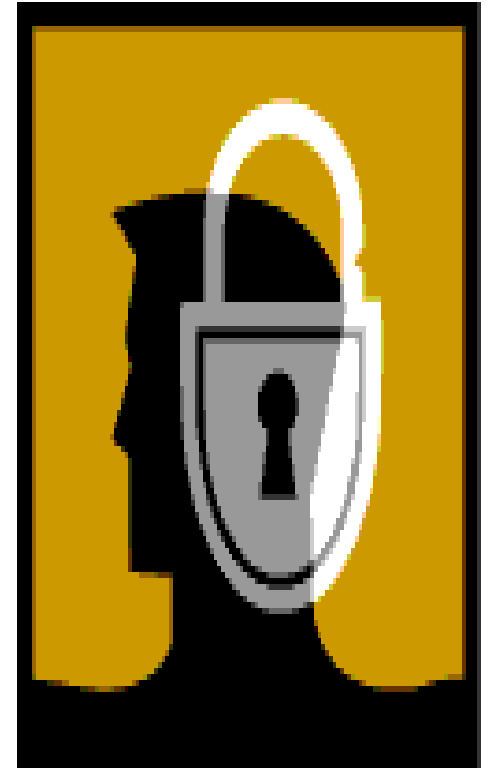
Security Protocols for Computer Based Testing

- ✓ **<u>Only</u> Seal Codes needed on a given testing day may be distributed to Test Administrators on that day.**

- ✓ **<u>All</u> computers must have the required software to support computer-based testing.**

- ✓ **<u>All</u> computers have access to broadband and secure internet connectivity.**

Security Protocols for Paper & Pencil Testing

- ✓ **Test Booklets <u>must</u> be stored in a secure location at all times when not in use.**

- ✓ **Test Booklets may <u>never</u> be accessible to personnel not responsible for testing.**

- ✓ **Each school must have a designated secure location with <u>restricted access</u> to store secure test materials.**

- ✓ **Test Coordinators & Test Administrators <u>must</u> use all <u>Security</u> <u>Forms</u> to document test booklet distribution & test booklet return.**

TRAINING STAFF

- *Turnkey Training* Required for *ALL* Staff Involved in Test Administration

- *Special Testing*: One-On-One Testing, Scribes, Small Group Testing, EL & etc.

- *Responsibilities* of School Coordinator, School Technology Coordinator, Test Administrators (Examiners) & Proctors

- *ONLY* Test Administrators (Examiners) May Handle Secure Test Materials

- Proctors handle *Non-Secure* materials *ONLY*

- Test Administrators (Examiners) & Proctors *MUST* be *ALERT* at *ALL* times

- *ALL* Testing Staff *MUST* sign Test Security Agreement

Navigating Test Administrator Manuals*

Sections 1-7

- **22 Pages – Sections 1-5: General Overview**

- **32 Pages – Section 6: Scripts for _EVERY_ Math PBA, ELA PBA, Math EOY, ELA EOY Unit**

 Use __ONLY__ __SELECT__ pages for unit tested - approximately __FOUR__ pages per unit.

- **6 Pages - Section 7: Accessibility Features and Accommodations**

Appendices

- *1 Page   - Appendix A: Glossary of PARCC-Specific Terminology*

- *4 Pages - Appendix B: Security Agreement (to be signed __once__ for PBA & __once__ for EOY)*

- *39 Pages - Appendix C: State Policy Addendum __ONLY__ __THREE__ pages are New Jersey's*

- *1 Page   - Appendix D: Signs (Testing Do Not Disturb)*

- *7 Pages - Appendix E: Accommodations Forms*

- *1 Page   - Appendix F: Estimated Time on Task*

* Number of pages per manual may vary slightly.
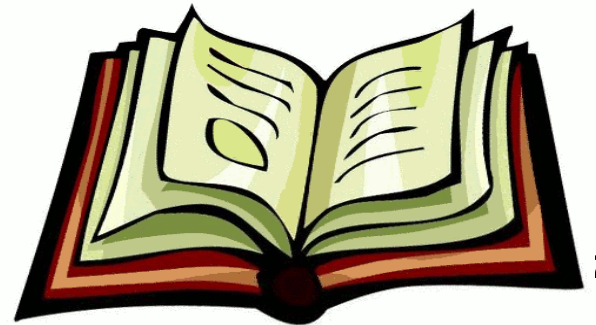
TESTING SITES

- *NO* Coats, Backpacks, or Purses

- *NO* Instructional Displays

- *NO* Buzzers, Bells or Non-Emergency Announcements or Interruptions

- *NO* Cell Phones, MP3 Players or Any Unauthorized Electronics

- *NO* Food or Beverages *(except if by IEP or 504)*

- *NO* Unauthorized Recreational Reading materials

TESTING SITES (cont.)

- *Students* Well Spaced With Ample Surface Area

- *Assigned* Seating

- *Good* Lighting & Ventilation

- *Clock & Chart* to Display Time Remaining

- *NEVER* leave students unattended

- *Supervise* students at *ALL* times including Restroom Breaks

- *Monitors* to Keep Hallways Quiet & Testing Rooms Undisturbed

- *Post* "Testing - Do Not Disturb" signs on Doors of Testing Rooms (see Appendix H of TCM)

TESTING SITE NO NO'S

PARCC SECURITY FORMS

• **Security Agreement –** *Appendix B*

• **Chain-of-Custody Form (included in test materials shipment)**

• **Form to Report a Testing Irregularity or Security Breach –** *Appendix D*

• **Form to Report Contaminated, Damaged, or Missing Materials –** *Appendix E*

• **Post-Test Certification Form –** *Appendix F*

PARCC Security Agreement

• <u>ALL</u> staff involved in PARCC testing <u>MUST</u> sign the Security Agreement <u>BEFORE</u> testing (for PBA & EOY) documenting that all staff involved in testing have been sufficiently trained.

- ✓ **District Test Coordinators**
- ✓ **School Test Coordinators**
- ✓ **Technology Coordinators**
- ✓ **Test Administrators**
- ✓ **Proctors**

• Schools are required to maintain the original signed versions of the Security Agreements for THREE years.

Security Agreement - Appendix B

PA**RCC** 2014–2015 PARCC Assessment
Security Agreement

The content of the PARCC assessment is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the PARCC assessment or have access to test materials, including technology coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.

For School Test Coordinators

- I will establish and carry out a PARCC security plan.
- I will provide training in PARCC's test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are not in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual (TCM)*.

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations).
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the TCM and Test Administrator Manual (TAM).
- I will follow the procedures as specified in the TCM and TAM regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand PARCC's test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the TAM and by my School Test Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the TAM.

I have read the PARCC Security Agreement and understand my role in this test administration.

_____   _____
First Name (print)   Last Name (print)

Role:
☐ School Test Coordinator   ☐ Technology Coordinator   ☐ Test Administrator   ☐ Proctor   ☐ Other: _____

_____   _____
Signature   Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.
The signed agreement must be maintained by the school at least three years, unless otherwise directed by your state policy.

Keep in district THREE years / NO unauthorized electronic devices

Chain-of-Custody Form

PARCC
Partnership for Assessment of
Readiness for College and Careers

PARCC Fall Block
Performance-Based Assessment
(PBA)
Fall 2014

School Chain-of-Custody Form

Deliver To: MA0221000002210005
OAK BLUFFS ELEMENTARY
50 TRADEWINDS ROAD
OAK BLUFFS, MA 02557
RICHARD SMITH
Phone: (508) 6930951
Fax: (508) 6935189

Ship To: MA0221000002210005
OAK BLUFFS ELEMENTARY
50 TRADEWINDS ROAD
OAK BLUFFS, MA 02557
RICHARD SMITH
Phone: (508) 6930951
Fax: (508) 6935189

INSTRUCTIONS:

The following list contains the security numbers of all secure materials (Test Booklets, Answer Documents, and special editions of test materials) that are included in this shipment to your school. Use this checklist to track the secure materials while in your school.

Do not return this form with your test materials. Check your state policy for specific requirements for how long to maintain this document. You will need it to refer to if an investigation of missing materials takes place. The school will be held responsible for any secure materials that were received at the school but not returned.

Use of this form is required for schools in Mississippi. Schools in the remaining states may use either this form or an equivalent developed by the school.

The columns marked Out Unit 3 and In Unit 3 are only applicable to ELA/Literacy PBA. Schools should keep these two columns blank for Mathematics PBA and EOY and ELA/Literacy EOY.

BEFORE TESTING

Each Test Administrator must sign this form and indicate the date and time when booklets are issued. If a consecutive range of books is taken, then sign and mark the date/time next to the security number for the first booklet and the last booklet, and then draw an arrow between the two signatures and date/time.

AFTER TESTING

The School Test Coordinator must sign this form and indicate the date and time when booklets are returned (immediately upon test completion). If a consecutive range of books is taken, then sign and mark the date/time next to the security number for the first booklet and the last booklet, and then draw an arrow between the two signatures and date/time.

For Internal Use Only:				29-SEP-14 07:02		
Pick Batch: 2416957	Delivery: 21884679	Order/Line: 4141761/1	Sequence: 00001	Page		1 of 3

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Chain-of-Custody Form

PARCC Fall Block
Performance-Based Assessment
(PBA)
Fall 2014

School Chain-of-Custody Form

Deliver To: MA0221000002210005
OAK BLUFFS ELEMENTARY

Ship To: MA0221000002210005
OAK BLUFFS ELEMENTARY

For TB, GR 4, ELA, PBA, PK-6

Security Number(s)	TA First Name-Print	TA Last Name-Print	Student Name-Print	TA Out Unit 1-Date & Time	STC Out Unit 1-Date & Time	TA Out Unit 2-Date & Time	STC Out Unit 2-Date & Time	TA Out Unit 3-Date & Time *	STC Out Unit 3-Date & Time *	TA Sign-End of Testing	STC Sign-End of Testing	Notes
512079576												
512079577												
512079578												
512079579												
512079580												
512079581												
512079582												
512079583												
512079584												
512079585												
512079586												
512079587												

Chain-of-Custody Form

PARCC
Partnership for Assessment of
Readiness for College and Careers

PARCC Fall Block
Performance-Based Assessment
(PBA)
Fall 2014

School Chain-of-Custody Form

Deliver To: MA0221000002210005
OAK BLUFFS ELEMENTARY

Ship To: MA0221000002210005
OAK BLUFFS ELEMENTARY

*The columns marked Out Unit 3 and In Unit 3 are only applicable to ELA/Literacy PBA. Schools should keep these two columns blank for Mathematics PBA and EOY and ELA/Literacy EOY.

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By my signature below, I certify that I have issued the Test Booklets and Answer Documents in sequential order and that each Test Booklet and Answer Document that was issued was returned to me immediately after testing was completed.

_____   _____
(Print) First Name, Last Name, and Title   Telephone Number

_____   _____
Signature   Date

| For Internal Use Only: | | | | 29-SEP-14 07:02 | | |
| Pick Batch: 2416957 | Delivery: 21884679 | Order/Line: 4141761/1 | Sequence: 00001 | Page | | 3 of 3 |

Reporting Testing Disruptions
Security Breaches & Irregularities
Contaminated, Missing, & Damaged Materials

- **STC must <u>report</u> incident to the DTC <u>immediately</u>.**

- **DTC must <u>then</u> contact the <u>Office of Assessments</u> ASAP after receiving call from STC.**

- **STC must complete appropriate form documenting the incident & provide completed form to DTC.**

  - **Appendix E - Form to Report a Testing Irregularity or Security Breach (including testing disruptions due to severe weather or safety threats)**

  - **Appendix F - Form to Report Contaminated, Damaged, or Missing Materials.**

- **DTC must upload form to PearsonAccess[Next] within two school days.**
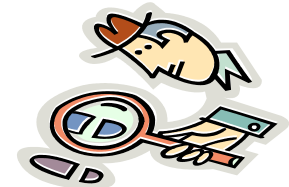
Form to Report a Testing Irregularity or Security Breach - Appendix D

PARCC 2014–2015 PARCC Assessment
Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or LEA Test Coordinator:

1. Call to report a testing irregularity or security breach **immediately** upon discovering it. Refer to **Appendix C** for your state's policy on whether to call your LEA Test Coordinator or your PARCC State Contact.
2. After calling, make a copy of this form. Then complete this form with as much information as available. Submit the form according to your state's policy in **Appendix C** to either your LEA Test Coordinator or the PARCC State Contact (and keep the LEA informed).
3. Submit this form **within two school days** of your call.
4. Maintain a copy of the submitted form for your school files. See **Appendix C** for the length of time your state requires you to maintain school files.

LEA Name:	
LEA Number:	
School Name:	
School Test Coordinator's Name:	
LEA Test Corrdinator's Name:	
Contact Name:	
Contact Phone and Extension:	

Test Administration Information:

Grade: _____   Subject: _____

☐ Fall Block PBA   ☐ Spring PBA
☐ Fall Block EOY   ☐ Spring EOY

Date of Incident: _____

Test Administrator's Name:

Student Name and State ID Number:

Student's Date of Birth:

Test Code on Student Authorization Ticket (applicable to computer-based testing only):

Description of Incident: *(Attach additional pages if necessary.)*

Form to Report Contaminated, Damaged, or Missing Materials - Appendix E

PARCC
2014–2015 PARCC Assessment
Form to Report Contaminated, Damaged, or Missing Materials

Instructions:
1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 6.4), damaged (Section 6.5), or missing (Section 6.11).
2. Then report the incident using this form to describe the circumstances. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow state-specific procedures.
3. Submit the form according to your state's policy in **Appendix C** to either your LEA Test Coordinator or the PARCC State Contact (and keep the LEA informed).

State _____

☐ Fall Block PBA ☐ Spring PBA
☐ Fall Block EOY ☐ Spring EOY

Contact Name _____ **Contact Phone and Ext** _____

Contact Person's Role _____

Contact Email _____ **Contact Phone and Ext** _____

School Name _____ **School Code** _____

LEA Name _____

LEA Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:
Fax   319-341-5261
Mail   Pearson PARCC Program Team
         Mail Stop 155
         2510 North Dodge St., Iowa City, IA 52245
Email   PARCC.assessment@pearson.com

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 8 ELA PBA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to LEA protocol.

Post-Test Certification Form - Appendix F

PARCC 2014–2014 PARCC Assessment
Post-Test Certification Form

This form is to be completed after test administration. Please refer to your state-specific policy for who (School Test Coordinator or LEA Test Coordinator) should complete the form and how the form is submitted.

By submitting this form, I certify that administration of the PARCC assessments has been completed at the following school/district according to PARCC security policies. All known security breaches and testing irregularities have been properly reported.

First Name	Last Name
State	Role
School Name	Phone Number and Ext
LEA Name	School Code
Administration	LEA Code
Were any Forms to Report a Testing Irregularity or Security Breach submitted for the school? ☐ Yes ☐ No	
All secure test materials have been returned to Pearson. Any secure test materials not returned to Pearson have been tracked, destroyed and/or reported using the Form to Report Contaminated, Damaged, or Missing Materials.	
Ship back date	Number of scorable boxes shipped _____
	Number of non-scorable boxes shipped _____
Were any Forms to Report Contaminated, Damaged or Missing Materials submitted for the school? ☐ Yes ☐ No	
Full Name (printed)	Date
School/LEA Test Coordinator Signature	
Principal (if different from above) Full Name (printed)	Date
Principal Signature	

Check your state policy for specific requirements for how long to maintain this document and whether or not you are required to submit this form to your state.